

# REGULATION

<b>SPDOC No.:</b>  03-25	<b>Effective Date:</b>  August 3, 2003	<b>Index Reference:</b>  Selection Rules, Alternative Selection	<b>Regulation Number:</b>  <b>3.01</b>
<b>Issuing Bureau:</b> Human Resource Services	<b>Rule Reference:</b>  Rule: 3-1 (Examinations)		<b>Replaces:</b> Reg. 3.01 (CS-6940, March 18, 2001)
<b>Subject:</b>  <b>ALTERNATIVE ASSESSMENT AND SELECTION PROCESS</b>			

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### 1. PURPOSE

This regulation establishes standards and procedures for use of an approved alternative assessment and selection process that may be used in lieu of civil service written, electronic, or other appraisal methods. The alternative process offers an option to the exclusive use of applicant pools maintained by the Department of Civil Service. The appointing authority submits a plan for the recruitment, assessment, and selection of employees to fill position vacancies. Upon civil service approval, the plan replaces the other appraisal method. The plan can be designed to fill a specific position, all positions in a particular classification, or positions in an identified group of similar classifications.

### 2. CIVIL SERVICE COMMISSION RULE REFERENCE

#### *Rule 3-1 Examinations*

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#### *3-1.1 Authority*

*The department of civil service shall prepare or approve examinations for all classified positions. Examinations are referred to as appraisal methods in these rules.*

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### **3. STANDARDS**

- A.** The appointing authority must receive approval of the alternative plan from the Department of Civil Service before its initial use.
- B.** Civil service staff shall provide technical guidance upon request. Staff shall provide assistance in the development or use of appropriate assessment methods, if requested.
- C.** The plan submitted for civil service approval must include all of the following:
  - 1. The position description, if position-specific.
  - 2. Any applicable selective position requirements criteria.
  - 3. A description of the recruitment, posting, or other applicant identification efforts to be undertaken.
  - 4. A plan to complete any necessary credential reviews to identify applicants meeting the minimum qualification requirements for the classification.
  - 5. A description of the essential applicant characteristics and identification of assessment and selection criteria used to evaluate them.
- D.** The job-related assessment and selection criteria to be used may include assessment of training, education, and experience; evaluation of work samples; test performance; structured interview; or other appropriate methods or combinations of methods.
- E.** The process must include mandatory practices outlined in the standards of regulation 3.04 [Selection of Employees for Position Vacancies from an Agency Created Applicant Pool].
- F.** The process cannot be used until all recall names have been appropriately cleared.
- G.** The appointing authority must administer the alternative process in accordance with the methods specified in the approved plan. Civil service approval must be secured on plan modifications.
- H.** Preauthorized plan approval may be granted by the Department of Civil Service for use of an alternative process for filling vacancies in an entire classification or group of classifications if the positions are similar and have similar qualifications.

- I. The Department of Civil Service has preauthorized to all appointing authorities the following universal alternative to selection from the Administrative Support Exam applicant pool at the 5 level:

A person who has provided temporary administrative support services for an appointing authority for 14 weeks or more (full time) within the previous 12-month period as a temporary services agency employee, a special personal services employee, or as a noncareer employee, may be included as a candidate in a pool to fill a position in the same work unit doing the same work. If selected, the appointing authority must document that the candidate's work during the working test period was satisfactory.

- J. The appointing authority must document the process, including verification of the lack of recall names and must certify the appointment in accordance with standard G of regulation 3.04 [Selection of Employees for Position Vacancies from an Agency Created Applicant Pool].
- K. Appointments made following the use of alternative processes are subject to audit for compliance with these standards. Documentation must be retained for 3 years from the appointment date.

#### 4. **PROCEDURE**

Responsibility	Action
Appointing Authority	<ol style="list-style-type: none"> <li>1. Develops plan in accordance with standard C. The plan may be for a specific identified position, for an entire classification (e.g., all entry-level Data Entry Operators), or for positions in similar classifications (e.g., all Technical Collective Bargaining Agreement entry-level Technicians). Requests assistance from civil service staff, as needed.</li> <li>2. Submits plan to the Department of Civil Service for approval.</li> </ol>
Department of Civil Service	<ol style="list-style-type: none"> <li>3. Reviews the plan. Works with the agency to improve it, if necessary. Documents its approval of the plan.</li> <li>4. Retains file copy of the request and approval documentation for the duration of the approval.</li> </ol>

Responsibility (continued)	Action (continued)
Appointing Authority	<ol style="list-style-type: none"> <li>5. Identifies any recall names for the classification of the position being filled. Properly clears any recall names before proceeding.</li> <li>6. Administers selection process in accordance with the approved plan and regulation 3.04 [Selection of Employees for Position Vacancies from an Agency Created Applicant Pool].</li> <li>7. Appoints the selected candidate.</li> </ol>

### **CONTACT**

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3048 or 1-800-788-1766; or by e-mail to [MDCS-BHRS@michigan.gov](mailto:MDCS-BHRS@michigan.gov).

**NOTE:** Regulations are issued by the State Personnel Director, under authority granted in the *State of Michigan Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.